

Minutes
Manor at Olde Ivy Board Meeting
July 18, 2018 @ 9:00am

In Attendance: Joe Winland, Michael Wiggins, Frank Watkins, Karen Gantt, Carol Palmer and Edie Hicks.

Number	Topic
	<p>Approval of Minutes</p> <ul style="list-style-type: none">• The Board approved the minutes by email.

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—**CMA MANAGERS REPORT FROM EDIE HICKS**- presented by Edie Hicks

—**MANOR ELECTRICAL WORK**- LED retro fit lights under canopy entrances of Manor Buildings not completed. Board approved for Robert Askew to install the LED entrance fixtures at buildings 4955, 4905, 4855 and 4850 and to check the installation of the retrofit lights installed at 4805 and 4950. Robert Askew provided a proposal on all buildings stairwells and storage unit areas pricing for all baluster light replacements which was reviewed by the Manor Board. Additional details required regarding specifications on materials information is needed. Manor Board is requiring another quote to consider this work to be completed under the 2019 budget.

—**MANOR GARAGE GATE REPAIR**- Noise reduction has been completed for building 4955.

—**PRESSURE WASHING**- Edie Hicks met contractors May 23 & walked the property to determine the scope of work for proposals. Two estimates received and reviewed by the Manor Board from CONTRACTING UNLIMITED, LLC AND BGC. Joe Winland will reach out to SUNSHINE WINDOW CLEANERS for a proposal and a fourth estimate is expected from DREAM CLEAN for Manor Board to review with others for a final decision.

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- **FINANCIAL REVIEW:** Actual versus budget and variance reviewed with explanation and discussion.
- **CAPITAL PROJECTS:** Mini refresh of interior painting for Manor Building 4950 is almost complete elevator doors need touch up and to be completed as soon as possible. Mini refresh for Manor Building 4955 on hold until scope of work is clearly defined and workers are committed to the completion of the project. RFQ process for the exterior painting of Manor Building 4855 and the interior refresh of 4850 was received for the Manor Board review and was approved. Sally from Huie Services to send out RFQ to contractors. Refresh committee for 4850 has met and made final selections for paint and materials to be used on the project.
- **MANOR BUSINESS:** Roof shingle replacement project completed for 6 Manor Buildings (4805, 4855,4905,4955,4850 and 4810). Final inspection of the roofing project has been completed and final invoice has been approved to be paid. Invoice for Ray Engineering was reviewed and approved for payment. Edie to contact insurance company before payments are made to get ‘Recovered Depreciation’ payment. “Recovered Depreciation” payment to be confirmed later this afternoon. Start of the ALLSOUTH fire sprinkler and fire alarm systems maintenance and repair, fire extinguisher maintenance and fire alarm monitoring proposal was approved by the Manor Board. Edie to send out signed contract to ALLSOUTH. It is time to make transitions on fire safety. Lawrence Murray of ALLSOUTH to put together a time table for completion. Lawrence is waiting on information for WIFI System. Fire/Water emergency procedures to be revisited with all manor Building Representatives once ALLSOUTH is on board. Edie Hicks to follow up with Lawrence for target date of transition. Inspection of unit sprinkler heads to be scheduled for September. FLSA contract cancellation notice to be given for them not scheduling the 2018 inspection.

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- **MANOR PROJECT LIST:** Serve Pro, Hughes Environment to be considered to clean dryer vents. Edie to follow up as prices are needed along with scheduling and availability. There are a total of 6 units needing work done and homeowners are to pay the fee required. Proposal to be submitted to the Manor Board for review from TIGHTLINE EXTERIORS and CASTLE CONTRACTORS for concrete work to be complete at Manor Buildings 4805 and 4950. HILL MECHANICAL to do the work for broken spout at building 4810 and Edie will continue to follow up with homeowner of unit 102 and HILL MECHANICAL to schedule work to be completed. FSLA sent Edie Hicks sprinkler inspection report indicating 12 residences needing sprinkle head repairs. The number is now down to 8 and Edie will schedule to get those remaining reset through FLSA. Carpet cleaning for Manor Buildings 4805, 4810, 4905 & 4955 first floor common area hallways to be scheduled with Jowers Carpet Cleaning during the month of August.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP PLATINUM PREMIER Service Agreement automatically renewed for 5 years. They have inspected the elevator and the State inspection is due to be completed August 2018 and they will report to the elevator company. Edie to order additional pair of elevator pads once accurate measurement has been verified. Elevator Emergency Call Boxes in building 4905 and 4955 the “phone image” attached to the door panels are currently missing and therefore provide no insight as being emergency call boxes. Edie is to follow up with John Kennedy at Thyssenkrump for replacement attachments.
- **OLDE IVY COMMUNITY PROJECTS:** Community Safety Proposal is still pending per the Olde Ivy Neighborhood Board. Community landscape irrigation project has started on Beech Haven side of the community. Funds for materials to complete two of three areas of the community have been approved for completion by the end of 2018 with the remaining section to be completed in 2019. Work to be overseen by the Olde Ivy Landscape Committee and Olde Ivy Neighbor Board. Water Billing/MTU replacement/ Water Meter replacement Project still pending with the Olde Ivy Neighborhood Board and John Bennison will assist getting project completed.

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- MANOR INSURANCE COVERAGE:** Renewal process has begun for annual insurance policy. Manor Board has approved to put the policy out for bid. There are no changes to policy. No updates reported.

- MOLD REPORTED BUILDING 4950-** Carol Palmer reports mold appearing in storage units in 4950 against the back wall of the garage. Edie to have RAYS ENGINEERING to consult on solution when they are on site.

- **Manor Board asked for continued oversight to the Clubhouse WINDSTREAM BILLING AUDIT-** Edie Hicks acquired detail billing on all lines from WINDSTREAM. Joe Winland to verify all lines to determine which lines are inactive to reduce monthly costs.

- CMA reports 2 move-ins June-July-** Welcome baskets sent to new homeowners by Debbie Naylor of the Social Communications Committee.

- CMA reports leasing available.**

- Illegal lease letter sent to owner in 4810-** There has been no response- Edie to followup with a formal certified letter to the owner.

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—LEGAL MATTER-AON/JENSEN HUGHES contract information provided by CMA for Joe Winland to review. This is an ongoing legal discussion. Manor Board to meet with with our Attorney Marvin Pastel and AON/Jensen Hughes after July manor Board Meeting.

— The August Manor Board Meeting for August scheduled for Wednesday, August 15 at 9:00 AM has been changed to Wednesday August 8 at 9:00AM. This will be the second Wednesday of the month instead of the third Wednesday of the month.

Meeting adjourned.

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The next Board meeting will be held Wednesday August 8, 2018 @ 9:00am at the Club-house.